

Program Assistant/Education Outreach
Organization: Putnam Soil & Water Conservation District (SWCD)
Location: Ottawa, OH

Job Description

This position is that of a Program Assistant responsible for performing secretarial, clerical and education outreach duties at the Putnam Soil and Water Conservation District.

Hourly Pay Range: \$16.00 - \$18.00 plus full benefit package including health insurance and Ohio Public Employees Retirement System (OPERS)

Work schedule of Mon-Fri. 8:00 a.m. – 4:30 p.m. - 40 hours a week with some evening meetings.

Required Training, Experience and Job Qualifications:

- High School diploma required (Associate Degree or higher preferred in business, education, or agribusiness)
- Must be able to pass a background check and random drug testing
- Must maintain a valid Ohio driver's license, insurance, and possess a good driving record
- Must have a high degree of digital and paper file organization skills
- Proficient with computers
- Working knowledge/experience of agricultural practices
- Must maintain a clean and neat appearance plus capable of making a professional impression upon visitors consistent with the public contact aspect of the position
- Related work experience preferred

Duties and Responsibilities

- Enter district activities and data into the Ohio Department of Agriculture's (ODA) reporting software system known as Beehive.
- Maintain records of District business transactions on a daily basis. Maintain records and track funds for the purpose of grant reporting.
- Develop and promote education outreach in Putnam County. Develop and conduct school programs that correlate with the current Standards and Curriculums. Establish and maintain a professional working relationship with local school systems and other officials.
- Conduct presentations on conservation issues, District functions and local projects to the community, organizations and businesses. Assist with the preparation of District's special activities such as: field days, tours, educational meetings, tree sales, school tours, fair booth, etc. Establish, organize, and conduct workshops and in-service training for educators.
- Assist with field work as necessary, which may include walking outdoors over uneven terrain in all weather conditions.
- Maintain a consistent and reliable attendance record. All duties and actions taken by the incumbent of this position while on official duty will be performed in a safe and healthful manner and will be of a nature to reflect favorably on the Putnam Soil and Water Conservation District.
- Perform other related duties as requested by Supervisor.

Supervision

The person occupying this position will perform the assigned duties and responsibilities with supervision from the district board of supervisors. Training for the position will be provided by the Supervisors; ODA – Division of Soil and Water Conservation; ODNR; and the Natural Resources Conservation Service personnel.

Performance Review

The performance of each duty in this position will be evaluated against the requirements developed for the position upon the conclusion of a six-month probationary period. A formal performance review will be conducted annually with the employee as described in the employment policy.

Your performance rating is an overall evaluation of your performance in the judgment of your Supervisor. During this review, career opportunities along with items concerning the employee's professional growth and employment are discussed. The employee agrees that all assistance is provided without regards to race, color, national origin, age, sex, religion, marital status, or disability.

Applications are available by request by calling 419-523-5159, at the office, or online at Putnam SWCD's website putnamcountyohio.gov.

To apply: Send Cover letter, Application, Resume, and three professional references by 4:30 p.m. on Friday, March 13, 2020 to:

Putnam SWCD
1206 E. Second St. Suite 2
Ottawa, OH 45875